

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>OPV08422978</u>	DATE POSTED: <u>03/30/22</u>
POSITION NO: <u>236193</u>	CLOSING DATE: <u>04/12/2022 by 5pm</u>
POSITION TITLE: <u>Government & Legislative Communications Officer</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Nation Washington Office/Washington, D.C.</u>	
WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BR67A</u>
WORK HOURS: <u>9:00-6:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>66,941.28</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____ \$ <u>32.06</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Develops and implements media strategies & manages media relations activities to publicize congressional legislation, actions, and events; maximizes existing press contacts while cultivating new ones; writes, edits and issues press preleases, newsletters, publications, scripts & other communications documents; responds to congressional, legislative, and other public relations media requests; builds meaningful relationships with key public officials and Navajo Nation leaders; develops and implements governmental relations strategies; researches and composes speeches, presentations, and talking points; serves as a resource for regional and national reporters for the Navajo Nation government; coordinates public relations activities; advises office staff concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news, public service and educational programs for radio and television; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; plans and coordinates news conferences and special events; serves as a contact for information administrators in the maintenance of the office network and website; and prepares required reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Journalism, Mass Communications, Public Relations, Public Policy or a closely related field; and five (5) years of experience in strategic public affairs and media relations.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge on the legislative & governmental processes of the Navajo Nation, state and federal government's; electronic news gathering techniques & broadcast industry standards; social media; creative & critical thinking; editing the content, structure & format of a range of written materials; developing media plans & activities; & effectively interface with multiple individuals & groups. Experience working with tribal government or on tribal issues strongly encouraged.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.